

A. Background

This section explains the method for evaluating proposals. Proposal evaluations will be based on a combination of Pass/Fail requirements and scoring in four areas. Evaluation points will be based on (1) meeting or exceeding minimum requirements, (2) quality of the bidder proposals, (3) interviews, and (4) customer references.

B. Receipt

Each proposal will be date and time marked as it is received and verified that it is properly sealed. Proposals will remain sealed until the designated time for opening.

C. Evaluation of Final Proposals

C.1 Proposal Opening and Validation Check

All proposals received by the time and date specified in Section I, Key Action Dates, will be opened at that time, except for cost data which will be kept in a locked area until all non-cost aspects of the proposals have been evaluated. The proposals will then be checked for the presence of the required information in conformance with the requirements of this RFP. Absence of required information will deem the proposal non-responsive and may cause rejection.

C.2 Validation Against Requirements

The state will check each proposal in detail to determine its compliance with the RFP requirements. If a proposal fails to meet an RFP requirement, the state will determine if the deviation is material as defined in Section II. A material deviation will cause rejection of the proposal. An immaterial deviation will be examined to determine if the deviation will be accepted. If accepted, the proposal will be processed as if no deviation had occurred. The state will award points for meeting the minimum requirements. Additional points may also be awarded, as specified, for bidders that exceed the minimum requirements, demonstrating additional experience related to this RFP.

C.3 Cost Analysis

The required cost schedules will be checked for mathematical accuracy. Errors and inconsistencies will be processed according to procedures contained in Section II, paragraph C 7 d, Errors in the Final Bid. Adjustments will be made for the purpose of evaluation in accordance with procedures described in Section VII, Cost Proposal. Only those cost adjustments will be made for which a procedure is described in this RFP.

C.4 Customer Reference Evaluation

As part of the requirements validation, the evaluation team will award points based on the Customer Reference form (Exhibit V-C). All customers listed on the required Customer Reference form (and any other customers the state may select) will be contacted. A negative response from even one customer reference may cause the proposal to be rejected. The customers will be interviewed by asking structured questions related to bidder performance/competence in the following customer satisfaction areas:

- Knowledge and Skills
 - ✓ Group and meeting facilitation skills
 - ✓ Written, oral and presentation skills
 - ✓ Analytical skills
 - ✓ Knowledge of government budgeting, accounting, information technology, and procurement processes and practices
- Performance
 - ✓ Quality of work products
 - ✓ Timeliness of Deliverables and Other Work Products
 - ✓ Effectiveness of bidder's personnel
 - ✓ Success of the Work Product (i.e., was the project successful, implemented?)
- Overall Customer Satisfaction

The majority of the customers must respond positively in order for the bidder to be successful in this portion of the evaluation. Negative responses from any customers may be cause for rejection of the proposal.

C.5 Selection

Final selection will be based on the proposal that meets all requirements and offers the state the best combination of both value and cost based on the evaluation process. Responsiveness is comprised of meeting the Administrative and Business Requirements, conforming to the rules of Section II. The bidder with the highest score will receive the maximum points and all other proposals will be awarded a proportionate number of points. The bidder proposing the lowest cost will be awarded the maximum number of cost points. Each remaining responsive bidder's cost score will be based on a proportional number of costs points based on the ratio of its total cost to the total costs associated with the lowest responsive proposal multiplied by the maximum number of cost points. The state reserves the right at any time to reject any or all proposals.

D. Scoring Methodology

Proposals that meet the minimum qualifications will be evaluated and scored according to the criteria indicated below. A maximum point score (11,000) will be split between cost and the proposal requirements. The Administrative and Business Requirements will be assigned 6,000 points with the remaining 5,000 points being assigned to the cost assessment. A minimum combined total of 3,700 points (excluding costs) must be achieved in the requirements rating/scoring criteria to be considered responsive. This will be calculated based on the overall total in each of the four categories that will be assigned points. (A responsive proposal is one, which meets or exceeds the requirements stated in this RFP.) Only bids passing the PASS/FAIL requirements of the RFP will be scored.

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Rating/Scoring Criteria	Possible Points
Requirements:	
Submission of Required Components	Pass/Fail
Minimum Qualifications	4,000
Chart of Accounts and Standards	Pass/Fail
Acquisition Assistance	Pass/Fail
Work Standards	Pass/Fail
Quality of Proposed Work Plan	1,000
Bidder Interviews	600
Customer References	400
Total Requirements	6,000
Cost	5,000
Total Possible Points	11,000

D.1 Submission of Required Components

The following content requirements must receive a passing mark in order to be responsive to the RFP. Only proposals that include the required elements will be scored.

REQUIREMENT	PASS	FAIL
Cover Letter		
Executive Summary		
Resumes		
Proposed Work Plan		
Exhibit V-B, Confidentiality Certification		
Exhibit V-C, Four Signed Customer Reference Forms		
Exhibit V-G, Proposed Subcontractors, if applicable		
Exhibit V-H, Commercially Useful Function Certification		
DVBE Response		
Payee Data Record (STD. Form 204)		
Appendix B, Four Originally Signed Standard Agreements (STD. Form 213)		

D.2 Minimum Qualifications

The following minimum requirements for each bidder have been identified in **bold** and will be evaluated initially on a "pass" or "fail" basis. Only bids passing the PASS/FAIL requirements of the RFP will be scored. The following **"Mandatory Minimum Qualifications"** must receive a passing mark to be responsive to the RFP and to be scored with the points identified below for the bidder (including subcontractors) and the bidder's proposed team (lead/senior staff). The state will determine if the mandatory minimum qualifications have been met based on **both** the experience of the bidder and the bidder's proposed team. A bidder must demonstrate that the bidder and the bidder's proposed team member(s) were directly involved in the specific work efforts that satisfy each requirement. In addition, the staff that has the experience sought in this RFP must be assigned a key role (lead/senior staff) in the bidder's work plan. The state recognizes that different staff may be assigned based on the requirements of each deliverable. Therefore, the state will carefully review the work plan to ensure that the proposed lead/senior staff will participate in at least 75 percent of the activities necessary to complete the project deliverables based on the necessary skills required for meeting each specific deliverable.

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If a bidder can demonstrate additional experience of the bidder and/or the bidder's proposed team that exceeds these mandatory minimum qualifications, additional points will be awarded based on a sliding scale up to the maximum point schedule identified below under "Additional Points." Each area will be evaluated based on both the bidder and lead/senior staff experience in related areas outlined below. The maximum score in each area will only be awarded to a bidder that demonstrates that the proposed lead/senior staff was directly involved in the specific work efforts that support the requirement while employed by the bidder. If experience is demonstrated while a proposed team member was employed elsewhere, points will be awarded at a reduced level. Each requirement (A.1-A.7) identifies the "Total Maximum Points Available." Although a bidder may demonstrate additional qualifying experience, points will not exceed these maximums.

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Bidders must demonstrate how the firm, proposed staffing (lead/senior staff), and subcontractors meet the following requirements through information provided in the documents submitted, including proposed work plan, staff resumes, and customer references. The maximum number of points to be awarded is 4,000 points.

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A.1 Three years of previous experience working with the public sector in requirements definition and Request for Proposal (RFP) development for an information technology acquisition valued at \$10 million or more.

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Mandatory Minimum Qualifications

3 years of experience with public sector

Bidder

120 pts

Bidder's Proposed Team

180 pts

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Additional Points based on bidder and/or proposed team experience:

4 – 5 years of experience

50 pts OR

Over 5 years of experience

100 pts

RFP development for the State of California

150 pts

RFP development for another state

100 pts

A.1, Additional Points (continued)

RFP development for a large ¹ California county/city	100 pts
RFP development for another large public entity ²	100 pts
RFP development for an acquisition over \$25 million	50 pts

Total Maximum Points Available (A.1)

900 pts

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A.2 Demonstrated understanding and previous experience of COTS enterprise-wide financial management application functionality. Demonstrated experience should include work on a project that resulted in the successful implementation of an enterprise solution. Bidder must document at least one example of a project that was implemented based on requirements that the bidder helped define.

Mandatory Minimum Qualifications:

Successful implementation and use of at least one such system

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Bidder

160 pts

Bidder's Proposed Team

240 pts

Additional Points based on bidder and/or proposed team experience:

Successful implementation and use of 2 – 3 such systems	50 pts <u>OR</u>
Successful implementation and use of 4 or more such systems	100 pts

Total Maximum Points Available (A.2)

500 pts

A.3 Three years or five contract engagements during the last five years of previous experience researching and evaluating public sector accounting structures and processes for the purposes of restructuring those accounting schemes.

Mandatory Minimum Qualifications:

3 years of experience or 5 contract engagements with public sector

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A.3 (Continued)¶

Bidder

120 pts

Bidder's Proposed Team

180 pts

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Additional Points based on bidder and/or proposed team experience:

4 – 5 years of experience	50 pts <u>OR</u>
5 or more years of experience	100 pts <u>OR</u>
6 or more contract engagements with public sector	100 pts

Restructured accounting schemes for another state	100 pts
Restructured accounting schemes for a large ¹ California county/city	100 pts
Restructured accounting schemes for another large public entity ²	100 pts

¹ Los Angeles, San Francisco, San Diego, etc.

² As defined by Government Code Sections 811.2 and 970 and not previously defined in other "Additional Points" categories.

Total Maximum Points Available (A.3) 700 pts

A.4 Experience in facilitating large scale collaborative efforts and group work sessions with users from various backgrounds.

Mandatory Minimum Qualifications:

3 years of experience

Bidder

120 pts

Bidder's Proposed Team

180 pts

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Additional Points based on bidder and/or proposed team experience:

4 – 5 years of experience

50 pts OR

Over 5 years of experience

100 pts

Total Maximum Points Available (A.4) 400 pts

A.5 Recent experience (within the last five years) in defining models/requirements for the purpose of establishing a benchmark which can be used in preparing and evaluating the proposal costs for a project valued at over \$10 million.

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Mandatory Minimum Qualifications:

3 years of experience

Bidder

120 pts

Bidder's Proposed Team

180 pts

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Additional Points based on bidder and/or proposed team experience:

4 – 5 years of experience

50 pts OR

Over 5 years of experience

100 pts

More than 3 years experience for state project (Excess \$25 million)

50 pts OR

More than 3 years experience for state project (Excess \$50 million)

100 pts

Total Maximum Points Available (A.5) 500 pts

A.6 Five years of project management experience. Including experience that resulted in the successful completion of a large-scale project of this scope and size.

Mandatory Minimum Qualifications:

5 years of experience and successful completion of 1 such project

Bidder

120 pts

Bidder's Proposed Team

180 pts

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Additional Points based on bidder and/or proposed team experience:

6 – 10 years of experience

50 pts OR

Over of 10 years of experience

100 pts

Recognized project management certification

100 pts

Masters in Project Management from an accredited university

100 pts

Total Maximum Points Available (A.6) 600 pts

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Section IX-6
Addendum #3

A.7 Demonstrated communication skills, both written and oral, on goals, objectives and status with management, stakeholders, and staff. Must have at least three years of experience writing a variety of documents such as project work plans, status reports, meeting notes, feasibility study reports, special project reports, and standards documents.

Mandatory Minimum Qualifications:

3 years of experience,

Bidder

120 pts

Bidder's Proposed Team

180 pts

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Additional Points based on bidder and/or proposed team experience:

4 – 5 years of experience

50 pts

Preparation of an FSR or SPR, approved by Department of Finance

50 pts

Total Maximum Points Available (A.7)

400 pts

D.3 Chart of Accounts and Standards

The following responses to the Business Requirements (Section VI), Chart of Accounts and Standards, will also be evaluated on a PASS/FAIL basis for responsiveness.

ITEM #	REQUIREMENT	PASS	FAIL	NO BID
B.1	Interview departments to assess how effectively existing financial systems meet their needs			
B.2	Develop a working knowledge of the current UCM			
B.3	Develop and facilitate a workgroup of stakeholders			
B.4	Determine where the existing UCM structures do not meet current budgeting, accounting and report requirements			
B.5	Analyze the COA data being used by control agencies			
B.6	Conduct market research to develop understanding of the COA structure of current most common enterprise financial systems			
B.7	Develop an understanding of the state's need for both budgetary/legal basis accounting and reporting, including GAAP and GASB			
B.8	Review and record reporting requirements specified by the project team			
B.9	Develop a catalog of the various systems that support core reporting requirements			
B.10	Provide a comparison of the findings from interviews, UCM analysis and enterprise financial systems			
B.11	Provide assistance in presenting findings to participating stakeholders			
B.12	Analyze the data gathered to support statewide budget/accounting reporting levels			

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ITEM #	REQUIREMENT	PASS	FAIL	NO BID
B.13	Provide a summary report that includes a gap analysis on interview findings, control agency and enterprise financial COAs			
B.14	Provide a report that identifies how the state maintains flexibility to support the current budgetary basis reporting while maintaining GAAP reporting requirements			
B.15	Recommend standard definitions based on common business practices and current COA analysis			
B.16	Provide miscellaneous reports and presentations to the BIS Steering Committee			
B.17	Develop a structured methodology/business case for a future COA redesign effort			
B.18	Review and record the impact of the state COA on budget development, administration, and reporting requirements, and how the state's budget process relates back to the COA			

D.4 Acquisition Assistance

The following responses to the Business Requirements (Section VI), Acquisition Assistance, will also be evaluated on a PASS/FAIL basis for responsiveness.

Item #	REQUIREMENT	PASS	FAIL	NO BID
C.1	Support to plan RFP and bid processes			
C.2	Project plan identifying RFP activities and schedules			
C.3	Define and document business requirements that result from work sessions			
C.4	Methodology and tools for tracking business requirements			
C.5	Procedures for confirming business requirements			
C.6	Develop a Traceability Matrix			
C.7	Develop RFP for COTS software			
C.8	Develop RFP for system integration consultant			
C.9	Document miscellaneous tasks, deliverable, and procedures to be included in the RFP			
C.10	Procedures to ensure adequate documentation/specifications			
C.11	Support in addressing questions from control agencies regarding RFP			
C.12	Bidder evaluation criteria & weighting methodology for RFPs			
C.13	Develop evaluation scoring tool			

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Item #	REQUIREMENT	PASS	FAIL	NO BID
C.14	Develop benchmark criteria for proposal evaluation			
C.15	Bid evaluation assistance and support			
C.16	Develop model contract for RFPs			
C.17	Compliance with OTROS requirements			
C.18	Prepare SPR with recommended solution			
C.19	Support in addressing questions from control agencies regarding SPR			
C.20	Support in resolving protests			

D.5 Work Standards

The following responses to the Business Requirements (Section VI), Work Standards, will also be evaluated on a PASS/FAIL basis for responsiveness.

Item #	REQUIREMENT	PASS	FAIL	NO BID
D.1	Use of Microsoft Office Suite			
D.2	Review outline of deliverables			
D.3	Filing of electronic project work documents			
D.4	Compliance of Finance security and confidentiality (Exhibits V-E and V-F)			
D.5	Management of Subcontractors			
D.6	Status Reporting			

D.6 Quality of Written Proposal and Responsiveness to Project Requirements

Part of the selection process will be an evaluation of the overall quality of the proposed work plan. One of the bidder requirements is to provide various reports to the BIS Steering Committee regarding both chart of accounts findings and software and system integrator procurements, and the preparation of a Special Project Report (SPR). The proposal provides an opportunity to assess the skills of each bidder in presenting written information. Points will be awarded based on the degree to which each bidder's proposal is clear, concise, complete, free of grammatical, spelling and stylistic errors, and the overall responsiveness to the project requirements. The maximum number of points to be awarded is 1,000 points.

Maximum Points:

Clarity	200 pts
Concision	200 pts
Completeness	200 pts
Grammatical, Spelling and Stylistic Quality	100 pts
Responsiveness to Project Requirements	300 pts

D.7 Quality of In-Person Presentation and Interview Responses

The selection process will also include a structured interview conducted with each bidder. The interview will be in two parts, the first being a presentation of the proposed work plan by the bidder, followed by an interview panel employing structured questions. One of the bidder requirements is making presentations to the BIS Steering Committee regarding both COA findings and software and system integrator procurements. The interview provides an opportunity to assess the skills of each bidder in presenting information under similar, simulated circumstances. Points will be awarded based on the degree of clarity, concision and completeness of the presentation and the respective responses to the interview questions. The maximum number of points to be awarded is 600 points.

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Maximum Points:

Presentation	300 pts
Interview Responses	300 pts

D.7.1 Presentation and Interview Schedule

The bidder will be allowed up to 45 minutes to make a presentation of the proposed work plan. Following the presentation, the bidder will be provided a copy of the structured questions and will have 15 minutes to privately review the questions and determine who will provide the necessary responses. The interview panel will return and will allow the bidder a maximum of one (1) hour to provide their responses to the structured questions. Total time for both the presentation and interview is not to exceed two (2) hours.

D.7.2 Bidder's Responsibilities

Bidder's must ensure the availability of appropriate staff for the presentation and interview portion of the evaluation on at least two of the days specified in Section I, Key Action Dates for scheduling purposes. The bidder must bring the proposed project manager and the lead staff for the chart of accounts and acquisition assistance to the presentation and interview. The bidder may also bring any additional staff that will assist in presenting the work plan and/or to be responsive to the structured interview. The bidder must notify the state of any specific resources or accommodations that are necessary for their presentation or interview at the time their presentation and interview is scheduled. Each bidder may structure their presentation in any manner they believe is necessary to clearly, concisely, and completely describe their proposed work plan within the allotted time frame.

D.7.3 State Responsibilities

The state will establish an interview panel employing structured questions. All bidders will be asked the same set of questions. The state will not ask any additional questions or request further clarification related to a specific bidder's response. If the state believes that the bidder has not fully responded to a question posed, the interview panel may repeat the question.

The state will make every attempt to schedule an interview time based on the bidder's indication of their best dates. The state will make reasonable accommodations necessary for a bidder's presentation and interview including the availability of necessary equipment.

D.7.4 Conference Facilities

All interviews will be conducted at the Department of Finance, 915 L Street, Sacramento, California in specified conference rooms. Each room will be set up to accommodate no more than 20 individuals. The state will have approximately 6-7 people attending or participating in this phase of the evaluation, including the DGS Procurement official. Conference rooms include necessary equipment for a presentation, including but not limited to: overhead video projector, computer with Internet access, VCR, easels/flipchart, overhead transparency projector, whiteboard, etc.

D.8 Customer References

This requirement will be awarded a maximum of 100 points per reference with a maximum of 400 points total for the four (4) references provided by the bidder. At least one (1) reference must support the bidder's proposal regarding COA requirements. Bidder will receive points based on the customer satisfaction rating score from each of its four (4) references that are submitted on the Customer Reference Form (Exhibit V-C). In awarding points in this category, the Evaluation Team will consider the suppliers references based on the satisfaction criteria established by their clients on services procured. The points will be awarded as follows.

For each question a Customer Satisfaction Rating scale between 1 and 10 will be employed. The customer rating value will equal the point value for all questions (i.e., customer rating value of 6 equals a point value of 6), **except** for the question assessing overall customer satisfaction, which will have a points value double the customer rating value (i.e., customer rating value of 6 equals a point value of 12). Customer ratings of 4 or less in more than 3 categories or as an overall customer satisfaction rating will be considered "negative" and may be cause for rejection.

The points earned from each of the four (4) Customer Reference forms will be totaled together for a maximum score of 400 points.

Customer references provided by the bidder must be available after submission of final proposal and prior to cost opening, as identified in Section I, Key Action Dates. If the references are unavailable during the dates identified, the bidder's proposal may be rejected. Bidders are advised to inform their customer references of these dates.